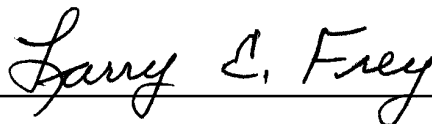


For: County Offices

Service Center Telephone Bills

Approved By: State Executive Director

LEF:RAT:be



1 Overview

A

Background

In March 1999, OR Notice AS-88 was issued to establish a formula for dividing the costs of service center phone bills between agencies. The additions of Frame Relay and Servers have made this information obsolete and new computations must be made.

B

Purpose

The purpose of this Oregon Notice is to provide offices with a new worksheet to determine the correct allocation of phone charges.

The following assumptions are being made:

- 1) There are no lines used exclusively by one agency, all lines are being sent through the frame relay and/or server.
- 2) SWCD employees are included with NRCS employees

Note: If any agency is maintaining a phone line outside of the frame relay/server system, contact Barbara at the STO.

C

Contacts

For questions regarding this notice, please contact Barbara at extension 231 or Roger at extension 227.

Continued on the next page

Disposal

May 1, 2002

Retain Exhibits Indefinitely

Distribution

STO, DD, COR, COC, COF -

Oregon Notice AS-95

2 Action

A

COF Action

County Offices shall:

Complete Exhibit 1 and forward a copy to the State Office by May 28, 2001.

Retain Exhibit 2 and use to submit quarterly telephone bills

Oregon Notice AS-95

OR Notice AS-95

Exhibit 1

- 1) List the phone number for each telephone line in the service center, indicating the type of line

Number	Type (Voice, Fax, Server, Etc)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 2) Number of Handsets in each Agency (Do not include handsets in computer rooms or common areas)

FSA	_____
NRCS	_____
RD	_____
Total	_____

- 3) Number of handsets for each agency, divided by total of handsets in each service center.

FSA	_____ %
NRCS	_____ %
RD	_____ %

These percentages are used to assign costs of telephone usage

Example:

Office has 7 lines, including voice, fax and server. FSA has 4 handsets, NRCS has 5 handsets, RD has 3 handsets. Number 3 above would read as follows:

FSA	33%
NRCS	42%
RD	25%

Oregon Notice AS-95

Exhibit 2

QUARTERLY REPORT for QUARTER ENDING _____

Telephone Bills, Month 1 _____

Telephone Bills, Month 2 _____

Telephone Bills, Month 3 _____

TOTAL _____

FSA _____ x _____ equals _____
(Total Bill) (Percent)

NRCS _____ x _____ equals _____
(Total Bill) (Percent)

RD _____ x _____ equals _____
(Total Bill) (Percent)

If an agency has a separate line for any purpose, add the cost of the line to the amount calculated for the agency